

Bulletin to Property Owners – April 2021

Dear Property Owners,

The Department of Housing Preservation and Development (HPD) periodically provides updates on new legislation and information on available materials and resources to residential building owners to support compliance with the New York City Housing Maintenance Code, the New York State Multiple Dwelling Law and other relevant city codes. Visit the [HPD website](#) to read this bulletin (and past bulletins) in other languages.

This publication is intended for informational purposes only and is not intended as legal advice. This information is not a complete or final statement of all the duties of owners and tenants regarding laws and rules relating to housing in New York City.

Upcoming Webinar

HPD Lead-Based Paint Violations: Understanding the Basics of Lead Violations and How to Clear Them: Tuesday, April 27, 2021 from 11:00am – 12:30pm

Join us for an overview of Lead-Based Paint violations issued by the New York City Department of Housing Preservation and Development (HPD). This webinar will cover how and why HPD issues lead-based paint violations, how to correct conditions when your building receives a violation, and how to follow HPD's procedures to remove the violation once you have corrected the condition. Throughout, we'll provide tips, examples, and best practices to help you navigate the process. Space is limited – please [register now](#).

Self-Closing Doors

Fire can be one of the most destructive events to affect your building, endangering the lives of your tenants and responding firefighters, and causing massive and expensive damage to your property. **Self-closing doors prevent fire from spreading from one apartment to affect an entire building.** As you may have seen in the news recently, the FDNY initially suggested that a serious fire that has affected an entire 133-unit building in Queens may have been minimized if the apartment door of the fire apartment had been closed. You can and should be proactive in checking the doors in your building to ensure that they are self-closing.

Doors that provide access to interior corridors (i.e. hallways) and stairwells in a multiple dwelling are required to be self-closing (this includes apartment doors and doors to the building exterior). Property owners may opt to equip doors with devices such as overhead door closers, heavy duty door closers, or floor-spring door closers. All self-closing doors should

be kept in good repair.

Failure to maintain doors as self-closing is an immediately hazardous violation (Class C) and will result in emergency repairs being conducted by HPD if the property owner fails to comply within 21 days and timely certify the correction to HPD. The property owner will be billed for the repairs. If the owner fails to pay, the City will file a tax lien against the property. The tax lien will bear interest and may be sold and/or foreclosed to collect the amount owed. In addition, the property owner may incur civil penalties related to the failure to comply.

Please note that, per [Local Law 115 of 2018](#), property owners are also required to post notices instructing tenants to close their doors when escaping a fire.

For more information on other fire safety requirements, please visit HPD's webpages on [stove knob covers](#) and [smoke detectors](#). You can also view HPD's [Fire Safety Flyer](#) to learn more about how to prevent fires in your residential building.

Bedbug Registration

The due date to submit your Annual Bedbug Report has passed. If you have not filed between December 1, 2020 – December 31, 2020, you have received a violation. You can cure this violation by simply filing your [Annual Bedbug Report](#) anytime online. You do not have to submit a separate certification.

If you are having difficulty logging in to our online filing system, your first step is to ensure that you are validly registered. Property owners can register by visiting the [Property Registration Online System \(PROS\)](#). If you have already filed and did not receive confirmation of your 2020-2021 Annual Property Registration, you can check [HPDONLINE](#) or your [PROS](#) account to verify whether you validly registered. For questions go to [HPD's webpage](#) or reach out to the Registration Assistance Unit via email (Register@hpd.nyc.gov) or telephone (**212-863-7000**).

If you filed the prior year and cannot remember your password, click on **FORGOT YOUR PASSWORD** at the bottom of the [Sign in](#) screen. The system will ask you to enter your email address that you registered with HPD for Bed Bugs. Hit submit and your password will be sent to that email address if your email address was previously used to create an account.

For all other Bed Bug filing issues, please send an email to EnforcementDesk@hpd.nyc.gov and a representative will respond. Please include the building ID or building address in the email, so we can look up your records before responding to your inquiry.

Updated DOHMH Covid-19 FAQ

The New York City Department of Health and Mental Hygiene (DOHMH) recently updated their COVID-19 FAQ for residential buildings. The FAQ covers COVID+ cases, physical distancing and face coverings, hand hygiene and cleaning protocols, and general building operations. Please take some time to review here: <https://www1.nyc.gov/assets/doh/downloads/pdf/imm/covid-19-residential-buildings-faq.pdf>

Department of Buildings Local Law 152 of 2016: Periodic Inspection of Gas Piping Systems Required

As required by New York City Local Law 152 of 2016, all buildings, with the exception of one- and two-family homes, must have their gas piping systems inspected once every four years. The parameters of this inspection include only exposed gas piping, which is gas piping that is open to view, from point of entry of gas piping into your building up to individual tenant spaces. Buried piping does not require inspection. Below you will find a schedule for when you must comply with this requirement.

Compliance Date	Buildings in Community Districts
January 1, 2020 – December 31, 2020*	1, 3 and 10 in all boroughs
January 1, 2021 – December 31, 2021*	2, 5, 7, 13 and 18 in all boroughs
January 1, 2022 – December 31, 2022*	4, 6, 8, 9 and 16 in all boroughs
January 1, 2023 – December 31, 2023*	11, 12, 14, 15, 17 in all boroughs

*and no later than December 31 within every fourth calendar year thereafter

PLEASE NOTE: The initial deadline for buildings in Community Districts 1, 3 and 10 in all boroughs to comply with this inspection requirement has been extended to June 30, 2021 due to COVID. If your building is in one of these Community Districts, you do not need to submit your Gas Piping System Periodic Inspection Certification to the Department of Buildings (DOB) until June 30, 2021.

What if the inspection is required for my building, but my building does not have a gas piping system?

If the inspection is required for your building, but your building does not have a gas piping system, you must submit a Gas Piping System Periodic Inspection Certification prepared by a Registered Design Professional (a New York State licensed professional engineer or registered architect) to the DOB, stating that the building contains no gas piping.

What if the inspection is required for my building and my building has a gas piping system?

If the inspection is required for your building and your building has a gas piping system, you must hire a Licensed Master Plumber to inspect your building's gas piping system in accordance with the schedule above.

Within 30 days of the inspection, the Licensed Master Plumber you hired must provide you

with a Gas Piping System Periodic Inspection Report showing the results of the inspection.

Within 60 days of the inspection, you must submit a Gas Piping System Periodic Inspection Certification prepared by the Licensed Master Plumber who conducted the inspection to the DOB using an online portal available on the DOB's website.

- If the Gas Piping System Periodic Inspection Certification submitted to the DOB indicates that conditions requiring correction were identified during the gas piping system inspection, you must submit to the Department, within 120 days of the inspection (this may be extended to 180 days if the Gas Piping System Inspection Certification submitted to the DOB indicated that additional time was needed to correct the conditions), a Gas Piping System Periodic Inspection Certification prepared by the Licensed Master Plumber who conducted the inspection, stating that the conditions have been corrected.

Failure to file a Gas Piping System Periodic Inspection Certification with DOB by the applicable compliance date may result in a civil penalty of \$10,000.

To determine the Community District for your building, please visit the New York City Department of City Planning's website at <https://communityprofiles.planning.nyc.gov>. For more information about this requirement, including a step-by-step guide you can use to comply with this requirement, please visit our website at <https://www1.nyc.gov/site/buildings/homeowner/local-law-152-of-2016.page> Should you have additional questions please contact the Department by email at LL152of16@buildings.nyc.gov.

New York State Homes and Community Renewal Annual Rent Registration

New York State Law requires owners of housing accommodations to file apartment registrations with the NYS Homes and Community Renewal (HCR), and provide each tenant in occupancy with a copy of the registration as it pertains to the tenant's unit.

Annual registration information reflects apartment information for April 1 of the registration year and is submitted through the Owner Rent Regulation Application (ORRA) online system.

Owners of rent regulated buildings not registered with HCR's Office of Rent Administration will need to file a paper initial registration submission of information applicable to the registration year the building first became subject to Rent Stabilization. The building is usually newly constructed and has become subject to Rent Stabilization due to receipt of 421-A Tax Benefits and/or a NYC Regulatory Agreement.

For more information, please visit www.hcr.ny.gov/rent-registration.

Eviction Restrictions Protect Most Tenants from Eviction Through May 1st

Under a State law called the COVID-19 Emergency Eviction and Foreclosure Prevention Act, landlords cannot evict tenants if the tenant has lost income or had increased expenses during the COVID-19 pandemic or if moving would pose a hardship to the tenant during the pandemic. **Landlords should consult with legal counsel regarding the details of any eviction actions before proceeding.** General guidelines include:

- Landlords may not commence an eviction proceeding against tenants, with the exception of a case based on nuisance behavior, if a tenant has provided a completed Hardship Declaration until at least May 1, 2021.
- If you already have a pending eviction case against a tenant, you cannot evict the tenant if the tenant has provided a Hardship Declaration to you, your attorney, or the Housing Court.
- Landlords should stay informed about any extensions to these protections before they file any eviction notices.
- If an eviction case is already pending or the landlord wants to start an eviction case, the court or the landlord is required to send the tenant a Hardship Declaration.

For more information visit the Mayor's Office to Protect Tenants website at www.nyc.gov/tenantprotection.